

**Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes**

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 7:01pm.

ROLL CALL

Commissioners Present:

Mr. Joe Chase, Chairman
Mr. D.L. Stout, Vice Chairman
Mr. Prince Coleman
Mr. Devere Hutchinson
Mr. Dwain Miller
Mr. Frank Stephon, IV
Mr. Kenneth Taylor

WCSA Staff Present:

Robbie Cornett, General Manager
Kimberly Harold, Controller
April Helbert, Engineering Manager
Kirk Maiden, GIS Specialist/Draftsman
Mark Osborne, Distribution Manager
Carol Ann Shaffer, Administrative Assistant

Consultants Present:

Dennis Amos, PE; Anderson and Associates, Inc.
Kevin Heath, PE; Adams-Heath Engineering, Inc.
Bobby Lane, PE; The Lane Group, Inc.
Bill Skeen, Maxim Engineering, Inc.

Also Present:

Mr. Mark Lawson, General Counsel

3. Approval of the Agenda

Mr. Cornett presented an Amended Agenda for consideration. Mr. Stephon motioned to approve the Amended Agenda, Mr. Miller seconded the motion and the Board approval voting 7-0-0-0.

4. Public Query & Comment

There was no public query or comment.

5. Approval of the Consent Agenda

- Routine Reports for November 2012.

- Financial Reports for November 2012.
- Check Register and General Manager Financial Report for November 2012.

Mr. Stephon made the motion to approve the Consent Agenda. The motion was seconded by Mr. Coleman and was approved by a 7-0-0-0 Board vote.

6. Engineer's Report and Update

Mr. Bill Skeen of Maxim Engineering

- **Tumbling Creek South & North Fork River Road Water Projects**

Mr. Skeen plans to submit plans and specifications to the VDH for review upon approval from WCSA staff. The project Engineer in Lexington has granted environmental categorical exclusions and has sent to the Richmond office for approval. Maxim plans to advertise this project in early 2013.

- **Larwood Acres / Exit 1 Wastewater Feasibility Study**

Mr. Skeen said they have done some preliminary field work on this study. Maxim plans to use Tom Taylor to assemble existing studies and reports available for the Larwood Acres/Exit 1 area.

Mr. Kevin Heath of Adams-Heath Engineering (AHE):

- **Green Spring Water Line Replacement**

Mr. Heath said this project has been advertised for bids and plan to open bids on January 10, 2013. Have scheduled a pre-bid conference on December 19th and expect more contractors to attend the pre-bid conference. AHE expects to present recommendations to the Board at the January 2013 meeting.

**Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes**

- **Rich Valley Road/Whites Mill Road/ Hillandale Road/ Red Fox Land Water Extension Project**

Mr. Heath said AHE has received Health Department approval for all three projects. AHE has also received biddability approval for all three projects. Mr. Heath hopes to be in a position to request permission from the Board to advertise for construction bids at the January meeting.

- **Abingdon Water Storage Improvements Study**

Mr. Heath reported work continues on this study.

- **Smyth Chapel Area Water Improvements Study**

Mr. Heath reported AHE continues work on this Study.

- **Monte Vista/Crescent Drive Water Line Improvements**

Mr. Heath reported this project has been temporarily placed on hold at the request of WCSA.

- **Eastern Washington County Water Study**

At the request of WCSA, this project has also been placed temporarily on hold according to Mr. Heath.

- **Route 58 Water Supply Improvements Project**

AHE has submitted a draft PER Amendment and comments received regarding the Environmental Assessment to WCSA staff. AHE has a meeting scheduled with staff to discuss the above mentioned items.

Mr. Dennis Amos of Anderson and Associates (A&A):

- **Exit 13 Sewer Project Phases 2A**

Mr. Amos reported to the Board that final surveys have been sent out by certified mail and are due back in January. Mr. Amos said Mrs. Helbert has been successful in negotiations with

Mr. Cozart and he has submitted surveys for his mobile home park.

Mr. Bobby Lane of Lane of The Lane Group, Inc. (TLG):

- **Emory Meadowview Sewer Study**

Mr. Lane will be scheduling the final clean-up meeting with contractors after the first of the year.

- **Exit 13 Wastewater Project Phase 1 & Exit 13 Force Main Project**

Mr. Lane said this project was moving along well. TLG expects both projects to be complete within the next two months. Mendon Pipeline has requested final payment and the other contractors are close behind.

Mr. Chase noticed contractors being in the same area for a period of time and asked Mr. Lane if they were having issues.

Mr. Matthew Lane said the Contractor had encountered some issues. The Contractor has encountered a lot of rock in that area has slowed progress. Mr. Bobby Lane expects the work will be completed on time.

- **Galvanized Waterline Replacement Project – Phase 1 & 2**

The Division 3 (Abingdon) Contractor, Boring Contractors is working on final clean-up and private property owner issues. TLG hopes to present the Final Clean-up Change Order to the Board at the January meeting.

Design is complete for Phase 2, stated Mr. Lane. WCSA staff is reviewing Phase 2 design. Mr. Lane hopes to advertise the Phase 2 Project in February of 2013.

- **Hidden Valley Water System Preliminary Engineering Report**

We will meet with WCSA staff on December 18th to discuss revisions that have been requested, stated Mr. Lane.

**Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes**

Mt. Rogers and TLG are currently working on completing income surveys for the Hidden Valley area in preparation to file a Community Development Block Grant application.

- **Mendota Water System Source Improvements**

Mr. Lane said TLG has advertised this Project with bid opening scheduled for January 15, 2013. Mr. Lane expects to have bid results available for Board review at the January meeting.

- **Nordyke Road Water System Project**

Mr. Lane hopes to advertise this Project early 2013.

- **Oak Park Sewer Project**

Mr. Lane held a pre-construction conference and is preparing to issue the Notice to Proceed to the three contractors working on this Project. Mr. Lane expects construction to begin late December or early January.

- **Reedy Creek Water System**

Mr. Lane hopes to have the final clean-up paperwork completed and available for Board review at the January meeting.

- **Western Washington County Sewer Study.**

TLG is working with MapTech to obtain the Discharge Permit.

Mr. Chase asked if the Study was moving along as well as expected.

Mr. Lane said work was not moving as fast as they hoped. MapTech is working to complete the TMDL update. Mr. Lane has talked to them about picking up their pace. He hoped to have a Technical Advisory Committee meeting in December but will not be able to but expect to meet in January. Mr. Lane expects things to move faster once the TMDL analysis is complete.

- **Water Treatment Plant**

Mr. Lane expects filters 5 through 8 to be online by the end of the week. The Contractor is on schedule to be able to produce 9.6 MGD by the first of February 2013.

- **Raw Water Intake and Raw Water Line Replacement**

TLG attempts to continue work with the Contractor at the Raw Water Intake. Mr. Lane has issued a work change directive, directing the Contractor to proceed with the work. Mr. Lane reported the Contractor has not commenced work at the Raw Water Intake. TLG continues to work with WCSA staff and Legal Counsel to proceed with this project. TLG has developed plans for an interim project that will allow TLG to withdraw water from the South Fork so they can be assured to have at least 9.6 MGD of water.

Mr. Hutchinson asked Mr. Lane to elaborate on their interim plan for the Intake.

Mr. Lane said their plan was to utilize the intake screens located at the Project site and an interim pump station that will pull water from the river to the new Raw Water Pump Station and then pump it to the Water Treatment Plant. Mr. Lane said the Pump Station I now ready to use. The power there has been hooked up and it is ready for use, Mr. Lane stated. The problem area is the Intake.

Mr. Hutchinson asked what type of interim pump would be used to provide 9.6 MGD.

Mr. Lane said they needed 3 MGD of water. WCSA can produce 6.6 MGD from the Middle Fork Intake so they need 3 MGD from the South Fork Intake to provide the 9.6 MGD of water that is for the maximum usage day until the Intake is complete. The pumps that

**Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes**

will be used can deliver 2,100 GPM which is 3 MGD, explained Mr. Lane.

7. Water & Wastewater Construction Projects Report and Update *April Helbert*

Mrs. Helbert said there were no changes in the Sutherland Project since last month. We are still waiting on approvals from TDOT and ECD, Mrs. Helbert stated.

The Childress Hollow Project has been funded, she added.

8. General Manager's Report & Update *Robbie Cornett*

Mr. Cornett referred to his General Manager's Report and Update at the Board's stations. He reported on the following noteworthy WCSA performance & accomplishments from all departments during the month of November:

Water Production

- Produced more than 191 million gallons of drinking water from WCSA and more than 30 million gallons of water for the Town of Chilhowie.
- Continued coordination and support of the expansion of our Middle Fork Drinking Water Plant.

Distribution

- Continued coordination and support of WCSA's ongoing capital projects.

Meter Department

- 151 customers were telephoned following unusually high usage.
- 542 customers were notified that their water was to be turned off for nonpayment.
- 71 meters were lifted for non-payment.
- 98.94 % (21,820) of all meters read with radio with the remainder (129) requiring a manual read.

Customer Service

- \$14,199.23 was adapted for 108 customer water leaks.
- \$3,415.29 was written off as bad debt three years old.
- 4 water taps applied for.
- 1 wastewater tap applied for
- 165 reconnections/transfers of service.
- 4,116 accounts with late charges added.
- 1,104 disconnect notices processed.
- 71 disconnects for non-payment.
- Just below 21,000 active water accounts (when we reach 21,000 accounts, the Virginia Department of Health – Office of Drinking Water may change the classification of our waterworks from Class 2 to Class 1. The threshold is 50,000 people served and it is customary to multiply the number of connections by 2.4 to determine the number of people served.)
- 1,572 active sewer accounts

Maintenance

- 28 leaks
- 8 major breaks repaired
- 6 water taps
- 1 wastewater tap
- 36 after hour maintenance call-outs.

Wastewater

- Treated 8.4 million gallons of wastewater at Hall Creek
- Treated 3.3 million gallons of wastewater at Damascus

Administrative Items

- With Accounting, continue to develop a compensation and benefits survey for our area. This survey should be assimilated in DRAFT form and delivered to the Committee with the December Board Book packets.

**Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes**

- The Board was presented with a “Thank You” card from the WCSA staff thanking the Board for all they have done this past year.

9. Consideration of Employee Years of Service Awards *Robbie Cornett*

Mr. Cornett began by asking the Board to consider recognizing employees of WCSA who have reached a 5 year “increment milestone”. Mr. Cornett then reviewed the following statistics:

- The total years of service for WCSA employees is 900 years, which includes 97 hours for our three part-time employees
- The average age of full-time WCSA employees is 46 years.
- 22 of WCSA’s 70 employees (31%) are eligible for retirement within 10 years.

Mr. Cornett recognized the following employees for reaching their 5 year increment milestone:

Travis Brown, Brad Cunningham, Kim Harold, Karen Lester, Tommy Orfield, Mark Osborne, Brian Phillips, Eugene Rolen, Sharon Kennedy, Wesley Saltz, Kenneth Perrigan, Rick Clevenger, Johnny Lester and Gary Van Huss.

Mr. Chase congratulated the above mentioned employees for reaching their milestones.

10. WCSA Geographic Information System Presentation *Mark Osborne and Kirk Maiden*

Mr. Osborne introduced Mr. Kirk Maiden, WCSA GIS Specialists/Draftsman, to the Board. Mr. Osborne then gave a 10 minute presentation called “GIS Mapping & Location Presentation”. In the presentation, Mr. Osborne and Mr. Maiden discussed the following topics:

WCSA Original Infrastructure Mapping Database

Mr. Osborne explained that until about 10 years ago WCSA’s filing system consisted primarily of hard copies with some AutoCad digital copies.

What is GIS?

GIS means Geographic Information System. Mr. Osborne then referred to a map showing many dots and dotted lines saying the dots were meters and the lines were water lines that were all mapped using GIS. Mr. Osborne explained one advantage of the GIS system was the having this information in a digital format which enables us to recall the information in groups or subgroups for analysis purposes. One example Mr. Osborne discussed was having the ability to go in the GIS system and pull up how many gate valves were in the system.

Why have a digital mapping system?

Mr. Osborne reviewed some of the reasons for digital mapping. One reason is it allows WCSA to store all the information in a central location. The mapping system can be linked to other information systems, such as Inhance or hydraulic software. Another reason is it aids in data tracking enabling WCSA to track huge amounts of water usage for example. It also allows the team to utilize mapping information for projects. And the final reason Mr. Osborne discussed was “hotdocs” links enabling digital files to be linked with GIS software.

What is GPS?

Mr. Osborne asked, “How do we get that information into GIS?” The answer is GPS or Global Positioning System. GPS uses satellites that transmit radio waves to an antenna. WCSA can collect data from those satellites to the GIS unit with

Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes

in a centimeter of its actual location on earth.

WCSA's Application of GPS Technology

Location of newly installed and/or acquired infrastructure is one application of GPS. Additionally, location of system leaks and I/I and confirmation of original mapped utilities are other applications.

Data Transfer

Mr. Osborne discussed an instance where the mapping system showed incorrect data on the location of a fire hydrant. Mr. Osborne was able to update that data and save it on the system.

At the conclusion of his presentation, Mr. Osborne welcomed questions from the Board.

Mr. Chase asked if GPS was new or something WCSA used in the past.

Mr. Cornett said GPS work began in about 2004 but GIS goes back further.

Mr. Cornett said in addition to Mr. Maiden working with GPS, Mr. Thomas, WCSA inspectors, project representatives, our consulting engineers also use GPS.

Mr. Cornett asked Mr. Osborne if they had the ability to store data in GIS other than locations. Can you store information about meters or fire hydrants, Mr. Cornett asked.

Mr. Maiden said the system allowed you to add any attribute one might need.

The system enables you to record the size of a meter or item, any maintenance that has been done to an item, the person who installed an item and the year of installation, added Mr. Osborne.

Mr. Cornett elaborated saying, one benefit of GIS is it allows us the ability to inventory the water and sewer system based on the age of the system. This is allows us to determine when parts of the system need to be replaced due to the

age of the system, helping us with future planning efforts, Mr. Cornett explained.

Mr. Hutchinson asked how many units WCSA had. We have six units and one antenna, which helped increase the accuracy of GPS mapping said Mr. Maiden.

Mr. Hutchinson asked what the cost per unit was. Mr. Maiden answered him saying the units were about \$6,000 each.

Mr. Hutchinson discussed an instance that recently happened in his neighborhood where the GPS mapping would have been beneficial.

11. Oak Park Wastewater Capacity Expansion Easement Acquisition Report and Update *Mark Osborne*

Mr. Osborne stated with the help of Mrs. Figueiras, Mr. Lawson and TLG; as of December 4th, all remaining easements have been obtained and filed at the Circuit Court office.

Mr. Chase congratulated Mr. Osborne and team for obtaining the easements.

Mr. Cornett thanked Mr. Osborne and his team, the team at Elliott, Lawson and Minor and TLG for their assistance in obtaining the easements.

12. Procurement of Media and Public Relation Support *Robbie Cornett*

At the August 2012 recessed meeting held in September, WCSA discussed the idea of procuring for media and public relations services to facilitate the communication of WCSA's message. Shortly after that, we developed an RFP and issued it 12 firms. Firms were contacted in the area along with firms in Roanoke and Knoxville. November 2, 2012 was the deadline for proposals and we received one. We followed up with the firms who did not submit. Some were not licensed in Virginia and some were of the opinion that their expertise

**Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes**

and our market were different. The firm who responded (Corporate Image) has provided this service in the past, Mr. Cornett added.

Following the interview, we not only confirmed that Corporate Image (CI) is well qualified to help WCSA accomplish its goals, but is also a good fit for WCSA. Currently, WCSA and CI are working to produce a newsletter that we plan to issue quarterly. The first newsletter is scheduled for release in February 2013. As time allows, other projects will be considered, Mr. Cornett stated in conclusion.

Mr. Chase said he attended the meeting with CI and felt they could help move WCSA forward with any public relations issues.

13. Consideration of a Rate, Fee and Charge Review Committee *Robbie Cornett*

Mr. Cornett reminded the Board that at the Joint WCSA Board of Commissioners Washington County Board of Supervisors meeting on December 12, 2012, a consensus was reached regarding how the two Boards would plan to continue talks about WCSA's Rates. Mr. Cornett continued saying, to the best of my memory, the Board of Supervisors suggested the already assembled Joint Utilities Committee. WCSA Board thought this was not the appropriate group. Mr. Chase suggested that Nadine Culberson and Robbie Cornett should be part of the committee to which they appeared to be consensus.

There was a brief discussion among the Board. As a result, Mr. Chase and Mr. Stephon volunteered to serve on the committee.

Mr. Taylor motioned that Mr. Chase and Mr. Stephon, along with Mr. Cornett and

Mrs. Culberson serve on the Rate, Fee and Charge Review Committee. Mr. Hutchinson seconded and the Board approved voting 7-0-0-0.

14. Credit Card Transaction Expense Savings Report *Kim Harold*

Mrs. Helbert referred to and read the memo (see attached) located at the Boards stations.

15. Closed Meeting

At 7:56 pm, Mr. Stephon moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711 Paragraph (A) (6): investment of public funds, 4. To discuss various inter-municipal and other agreements existing and proposed; Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice, 5. To discuss potential litigation, contract litigation or both. 6. To discuss various inter-municipal and other agreements, In addition to the Board, the presence of Mr. Mark Lawson, WCSA Counsel, and Mr. Robbie Cornett, WCSA General Manager was requested. A second to the Motion of Closed Meeting was made by Mr. Stout and was approved by Board vote of 7-0-0-0.

Return to Public Session:

Mr. Stephon read the following **Return to Public Meeting**; Mr. Chairman, I move that the Board return to Public Session. The motion was seconded by Mr. Miller and approved by Board vote of 7-0-0-0. The Board returned from Closed Meeting at 8:59 pm. Mr. Stephon read the following: **Certification of Closed Meeting**;

Whereas, the Washington County Service Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in

Washington County Service Authority Board of Commissioners
December 17, 2012 Regular Meeting Minutes

accordance with the provisions of the Virginia Freedom of Information Act;
And Whereas, Section 2.2-3712 Paragraph D of the Code of Virginia requires a certification by this Authority that such Closed Meeting was conducted in conformity with Virginia Law. Now, therefore, be it resolved that the Authority hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Authority. Aye by Mr. Miller, Mr. Hutchinson, Mr. Stephon, Mr. Chase, Mr. Coleman, Mr. Taylor and Mr. Stout confirming that no outside discussion took place other than Closed Meeting topics.

16. Late Items

Late Item #1: Consideration of Dump Truck Bid *Kim Harold*

Mrs. Harold referred to the handout given to the Board detailing the bids received (see attached). Mrs. Harold recommended approving the second lowest bid submitted by Goodpasture Motors for an International 230 HP dump truck costing \$73,500. The low bid was received from Worldwide Equipment, but they did not meet the gear ratio specification, Mrs. Helbert explained.

Mr. Hutchinson motioned to approve the bid from Goodpasture Motors in the amount of \$73,500. Mr. Stephon seconded Mr. Hutchinson's motion and the Board approved with a unanimous vote of 7-0-0-0.

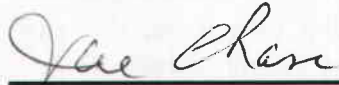
Late Item #2: Consideration of Developing a Contract to Purchase Water from BVU *Joe Chase*

Mr. Chase said Mr. Cornett has been in negotiations with BVU discussing the possibility of purchasing additional water if needed because of the problems at the Intake.

Mr. Stephon made a motion allowing Mr. Cornett the authority to negotiate a new contract with BVU for the purchase of water. Mr. Hutchinson seconded and the Board voted 7-0-0-0 approving the motion.

17. Adjournment

At 9:02 pm, Mr. Stout motioned to Adjourn. The motion was seconded by Mr. Stephon and approved by Board vote of 7-0-0-0.



Mr. Joe Chase, Chairman



Carol Ann Shaffer, Assistant Secretary



Washington County Service Authority

December 17, 2012

Board Update Regarding Credit Card Fees

The InHance conference is a national conference in which all Harris computer software users may merge in one location to be updated and trained on the current or upcoming changes to their software. Once at the conference, each customer is broken out into individual groups based on their specific software they are using.

During past conferences, we have learned many ways to improve our billing and accounting processes. From budget importing to simplifying daily tasks with a task scheduler, each year has brought forth valuable information.

During breakout sessions, we get an opportunity to interact with other utilities to discuss our local challenges and learn about their solutions to similar issues. During this year's inHance conference, we learned that there are discount credit card processing rates in which utilities can save money with their credit card fees. Because our card rates are charged at tier levels based on the type of card and whether not it is swiped or keyed, we asked our credit card processor at Highlands Union Bank (HUB) to do an analysis to see if it would be beneficial for WCSA to adopt this new rate structure. HUB wasn't aware of this pricing, but was more than willing to research it. We discovered that we do qualify for it and had we been charged this rate before, could have saved the following amounts recently:

\$844.51 in October 2012

\$735.24 in September 2012

\$762.54 in August 2012

With Visa and Mastercard rates ranging between 3.31% to 1.58% with a \$.22 authorization fee, they are now .11% with less than \$.02 authorization fee per transaction. Discover's rate was 1.78% of the transaction amount and it is now 0.105%. There are some new interchange fees that decrease the potential savings, but the overall net effect is beneficial.

With the General Manager's approval, we have begun implementing this new utility credit card rate with HUB. It may take 45 days to process the paperwork and see the effect. If an average (\$780.66) of the above savings is an indicator, WCSA stands to save approximately \$9,369.16 annually. As credit card transactions continue to increase, so do the savings.

**Washington County Service Authority
Dump Truck Bid Opening
Wednesday, December 5, 2012 - 2:00 pm**



Bidder	Dump Truck (Each)	Total
Goodpasture Motors 230 HP	\$73,500.00	\$73,500.00
Smokey Mtn Truck Center 260 HP	\$75,818.00	\$75,815.00
Worldwide Equipment - Alternate Bid ** 240 HP	\$72,500.00	\$72,500.00
Worldwide Equipment 260 HP	\$78,700.00	\$78,700.00

All bids shown are unit prices.

Opened By:

Karen Lester

Witnessed By:

Kim Harold

Date:

12/5/2012

We recommend accepting Goodpasture Motors bid.

** (The Worldwide Equipment alternate bid did not meet specs: Gear ratios did not meet specs; specs requested 5.32 low, 3.9 high; 4.3 low was bid. Has an exhaust brake instead of a compression brake as specified.